



Addendum #1

RFP No.: 001-26

Fixed Cost Per Copy Program

Issued By:

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Sampson County Finance Department

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Date of Addendum: March 10, 2026

RFP Issue Date: February 19, 2026

RFP Due Date: March 17, 2026, at 2:00 PM

This Addendum No. 1 is issued to clarify and modify certain provisions of Request for Proposals (RFP) #001-26 – Multi-Function Copier Fixed Cost Per Copy Program.

This addendum includes the following:

1. Questions and Answers received from vendors
2. Updated Copier and Accessory List

Vendors shall acknowledge receipt of this addendum (Page 7) in their proposal submission.

All other terms and conditions of the RFP remain unchanged.

QUESTIONS AND ANSWERS

Question 1

Will you allow [Vendor] to provide an onsite assessment of all county departments and their MFPs?

Answer:

An onsite walkthrough of all County departments will not be possible. Vendors should rely on the information provided in the RFP and this addendum when preparing their proposals.

Question 2

Should we propose 60 MFPs, which will match your current number of devices provided?

Answer:

Propose 59 copiers. The RFP stated 60 copiers; however, it was brought to the County's attention after the RFP was issued that the copier from the Soil & Water Conservation Department had been removed and will not be replaced. The accessories for each copier are included in this addendum (Pages 5-6).

Question 3

To appropriately determine device placement, could you please provide the monthly print volume per machine broken down by Black & White and Color?

Answer:

Monthly volume varies by department. Sampson County does not have monthly volume data available for each individual copier. The total annual copy volume provided in the RFP should be used for proposal preparation.

Question 4

Some devices are noted as requiring special features such as fax capability, additional paper trays, finishers, and hole punch units. Could you please specify which machines require each of these accessories?

Answer:

The accessory list is included in this addendum on Pages 5–6.

Question 5

Does the county currently utilize a central print server?

Answer:

The County Information Technology Department has indicated that the County does not currently use a central print server.

Question 6

Could you indicate which locations require a designated network printer and which locations will require at least one multifunction copier with scanning and fax capabilities?

Answer:

The accessory list included in this addendum (Pages 5-6) identifies each copier and its accessories by department.

Question 7

Could you provide the current cost-per-copy pricing under the existing contract?

Answer:

Sampson County will not be providing the current cost-per-copy pricing under the existing contract. Vendors are encouraged to submit their most competitive pricing based on the information provided in the RFP and this addendum.

Question 8

Are you wanting a fixed cost per copy that covers service only, or a fixed cost per copy that includes the cost of the hardware?

Answer:

Sampson County is seeking a fixed cost-per-copy program in which the proposed cost per black & white copy and cost per color copy includes the cost of equipment, service, maintenance, parts, labor, and consumable supplies (excluding paper and staples).

The County is not seeking a separate lease price per device. Vendors should structure their proposals so that all equipment, service, and supplies (excluding paper and staples) are included in the proposed cost-per-copy rates.

Estimated annual copy volumes are provided in the RFP for proposal preparation purposes; however, Sampson County does not guarantee minimum monthly or annual copy volumes.

Question 9

Are responders expected to provide a 1:1 replacement for the current devices?

Answer:

This addendum includes a list of current copiers and accessories by department on Pages 5-6. Proposed equipment should meet or exceed the capabilities of the existing equipment. Sampson County does not have monthly or annual volume data for each individual copier.

Question 10

What standard configuration should responders use for the proposal?

Answer:

This addendum lists the current copiers and their accessories on Pages 5-6. Proposed copiers should match or exceed the capabilities of the existing equipment at minimum.

Question 11

Is the County currently using any print management software such as PrinterLogic or PaperCut?

Answer:

The County Information Technology Department has indicated that the County is not currently using print management software.

Attachment A – Copier and Accessory List (Pages 5-6)

This attachment provides a list of the existing copier fleet by department along with the current accessory configuration. Proposed equipment should meet or exceed the capabilities listed.

COPIERS as of 3/10/2026	TYPE	S/N				
VETERANS	LAN IM C300	3101R200270	3 trays	print/scan/fax	staple	
HEALTH DEPT	LAN MP4055	C321R200110	4 trays	print/fax/scan	staple	hole punch
	LAN MP4055	C321R100660	2 trays	print/fax/scan		
	LAN IM 350	3371P500818	2 trays	print/scan		
	LAN IM C300 (COLOR) (EH)	3921P202627	2 trays	print/fax/scan		
	LAN IM 3500	4431R530236	2 trays	print/fax/scan		
	LAN MP4054SP	G176R230926	2 trays	print/fax/scan		
REGISTER OF DEEDS	LAN IM600	322XC02102	2 trays	print/fax/scan		
	LAN IM 3500	4431R530273	2 trays	print/fax/scan		
TRANSPORTATION	LAN IM550	3200XC35962	2 trays	print/scan		
LIBRARY	LAN MP4054SP (ROSEBORO)	G17R930828	2 trays	scan		
	LAN MP4054SP (NEWTON GR)	G176R930849	2 trays	scan		
	LAN MP4054SP (GARLAND)	G176R930822	2 trays	scan		
	LAN MPC4504 (COLOR)(CLINTON)	G716MB61344	2 trays	scan		
PARKS & RECREATION	LAN IM C300 (COLOR)	3101R101074	2 trays	scan/print		
PUBLIC WORKS	LAN IM C300 (COLOR)	3101R200330	2 trays	print/scan/fax	staple	
AGING/SENIOR SERVICES	LAN IM C300 (COLOR) (OFFICE)	3101R200151	2 trays	print/scan/fax	staple	
	LAN IM 350 (NEWTON GROVE)	3371P501602	1 tray	print/scan		
	LAN IM 350 (TURKEY)	3371P500956	1 tray	print/scan		
	LAN IM 350 (BUTLER CT)	3371P500816	1 tray	print/scan		
	LAN IM 350 (ADULT DAYCARE)	3371P500562	1 tray	print/scan/fax		
	LAN IM 350 (MINGO)	3371P102815	1 tray	print/scan		
	LAN IM 350 (GARLAND)	3371P500957	1 tray	print/scan		
	LAN MP301SPF (HARRELLS)	W918P500837	1 tray	print/scan		
TAX OFFICE	LAN IM C300 (COLOR)	3101R200269	2 trays	print/fax/scan		
	LAN IM C300 (COLOR)	3101R200237	2 trays	print/fax/scan		
	LAN IM600	322XC02140	2 trays	print/fax/scan		
	LAN IM550	3201X339649	2 trays	print/fax/scan		
SAMPSON CO EXPO	LAN IM C3000 (COLOR)	3101R200187	4 Trays	print/fax/scan	staple	hole punch/fold
FINANCE	LAN IM550	3201X339538	4 Trays	print/fax/scan		
	LAN IM550	3201X339527	4 Trays	print/fax/scan		
	LAN IM C6000 (COLOR)	3141R400236	4 Trays	print/fax/scan	staple	hole punch
COOPERATIVE EXTENSION	LAN IM C3000 (COLOR)	3101R101373	4 trays	print/scan/fax	staple	paperless staple

SHERIFF OFFICE/DETENTION	LAN MP4055	C321R100666	2 trays	print/scan/fax	staple	
	LAN MP4055	C321R200315	2 trays	print/scan/fax	staple	
	LAN MP4054SP	G176R230941	2 trays	print/scan/fax	staple	
	LAN IM C4500 (COLOR)	3129RC01815	2 trays	print/scan/fax	staple	
	LAN IM600	3220XC02265	2 trays	print/scan/fax	staple	
	LAN IM600	3220XC02269	2 trays	print/scan/fax	staple	
	LAN IM C3000 (COLOR)	3100RA02379	2 trays	print/scan/fax	staple	
SOCIAL SERVICES	LAN IM600	3220XA02061	2 trays	print/scan/fax	staple	
	LAN IM C6000 (COLOR)	3140RB00234	4 trays	print/scan/fax	staple	
	LAN MP4055	C321R100878	3 trays	print/scan/fax		
	LAN IM C6000 (COLOR)	3141R200430	4 trays	print/scan/fax	staple	
	LAN IM 350	3371P102887	1 tray	print/scan/fax		
	LAN IM 350	3371P102885	1 tray	print/scan/fax		
	LAN IM 350	3371P102913	1 tray	print/scan/fax		
	LAN IM 550	3201X339653	1 tray	print/scan/fax		
	LAN IM 550	3201X339535	1 tray	print/scan/fax		
	LAN IM 350	3371P102813	2 trays	print/scan/fax		
	LAN IM 3500	4431R530002	3 trays	print/scan/fax		
	LAN IM 3500	4431R530113	3 trays	print/scan/fax		
	LAN IM 7000	4021C100108	3 trays	print/scan/fax	staple	
BOARD OF ELECTIONS	LAN IM C3000 (COLOR)	3100RA01039	4 trays	print/scan	staple	
EMERGENCY SERVICES	LAN IM C4500 (COLOR)	3129R900219	2 trays	print/fax/scan		
	LAN IM 600	3220XC02139	1 tray	print/scan	staple	
	LAN IM 3500	4431R530208	2 trays	print/scan		
ANIMAL SHELTER	LAN MPC407 (COLOR)	C498PA00041	1 tray	print/scan		
INSPECTIONS	LAN IM C3000 (COLOR)	3101R200175	3 trays	print/scan/fax	staple	
SOIL & WATER CONSERVATIO	LAN IM C3000 (COLOR)	3101R200192	copier has been removed, no replace needed			

ADDENDUM No. 1 ACKNOWLEDGMENT

The undersigned proposer acknowledges receipt of Addendum No. 1 for RFP #001-26 – Multi-Function Copier Fixed Cost Per Copy Program issued by Sampson County.

The proposer confirms that the contents of this addendum have been reviewed and considered in the preparation of this proposal.

Company Name: _____

Authorized Representative (Printed): _____

Title: _____

Signature: _____

Date: _____

****Put signed acknowledgement in your proposal submission packet***